CIDCO™

MailStation™ Mivo 100

MailStation™
E-mail without the PC

User's Manual

Mivo™ 100
Model DET1A
PN 105066-01 Rev. A

⚠ CAUTION

Disclaimer of Data Safety Warranty

CIDCO will not in any event be liable for:

- Loss of data stored in the Mivo™ 100. You must ensure that all data has been adequately backed-up before it is returned for repair. Print out all stored information (or write down the information if no printing is available), because all data stored in the Mivo™ 100 will be lost during repairs and test procedures; or
- Any other loss, cost, or damage caused by any error, defect or failure of the Mivo™ 100's hardware or software, or because of any other cause, including any and all consequential and/or incidental damages, including but not limited to loss of use, contracts, profit, money paid or payable to third parties and/or stored data.

Disclaimer of Toll Charges Incurred

⚠ CAUTION

Selection of a dial-up number may result in incurring toll or long distance charges while sending and retrieving e-mail. The user is solely responsible for any and all charges resulting from choosing and/or changing their dial-up number.

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Model DET1A

PN 105066-01 Rev. A

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PROBLEM	SOLUTION
Incorrect Date/Time on e-mail sent.	Go to **EXTRAS**, then **CALENDAR** and enter the correct time and date. (See *Set the Time and Date.* on page 9.)
I pressed the **SEND NOW NAVIGATION** key to send a message and did not receive my messages on the server.	Pressing the **NAVIGATION** key below **SEND NOW** sends the current message out but does not check for new messages. To check for new messages you must press the **GET E-MAIL** button.
Dark spots on screen	Move Mivo™ 100 away from extreme environmental conditions and allow screen to stabilize. Remove any objects that may be on screen and allow screen to stabilize.
I get a Message from Mailer Daemon saying that my message couldn't be delivered.	A message being returned is usually an indication that there is an issue with the e-mail address you are trying to send to. Most Mailer Daemon returns are caused by a simple typographical error in the way the e-mail was addressed. Failure can also be caused by a routing problems, server issues or blocks. If you read the failure notice, it will tell why you received the message back.

INTRODUCTION TO MIVO™ 100

The Mivo™ 100 has been designed to provide you with the quickest, easiest, and most convenient way to send and receive electronic mail (e-mail).

Whether you are a beginner or very familiar with e-mail, please take the time to read through this manual to acquaint yourself with the particular functions of the Mivo™ 100. If you are unfamiliar with e-mail concepts or a computer keyboard, please read through "For the Beginner" (located below) before proceeding.

For the Beginner

This section is written especially for the person who is unfamiliar with e-mail. Our hope is that, with this overview, you will find your entry into the world of e-mail easy and fun.

What is E-mail?

Simply stated, e-mail is an electronic message that is carried anywhere in the world over the Internet. You don't need to understand the Internet to be able to use the Mivo™ 100.

What if I press the wrong key?

There are no "wrong" keys on the Mivo™ 100. Feel free to familiarize yourself with the Mivo™ 100 by pressing the various keys. Nothing you do as you explore can hurt your Mivo™ 100. The more you explore, the faster you'll learn how to use your Mivo™ 100.

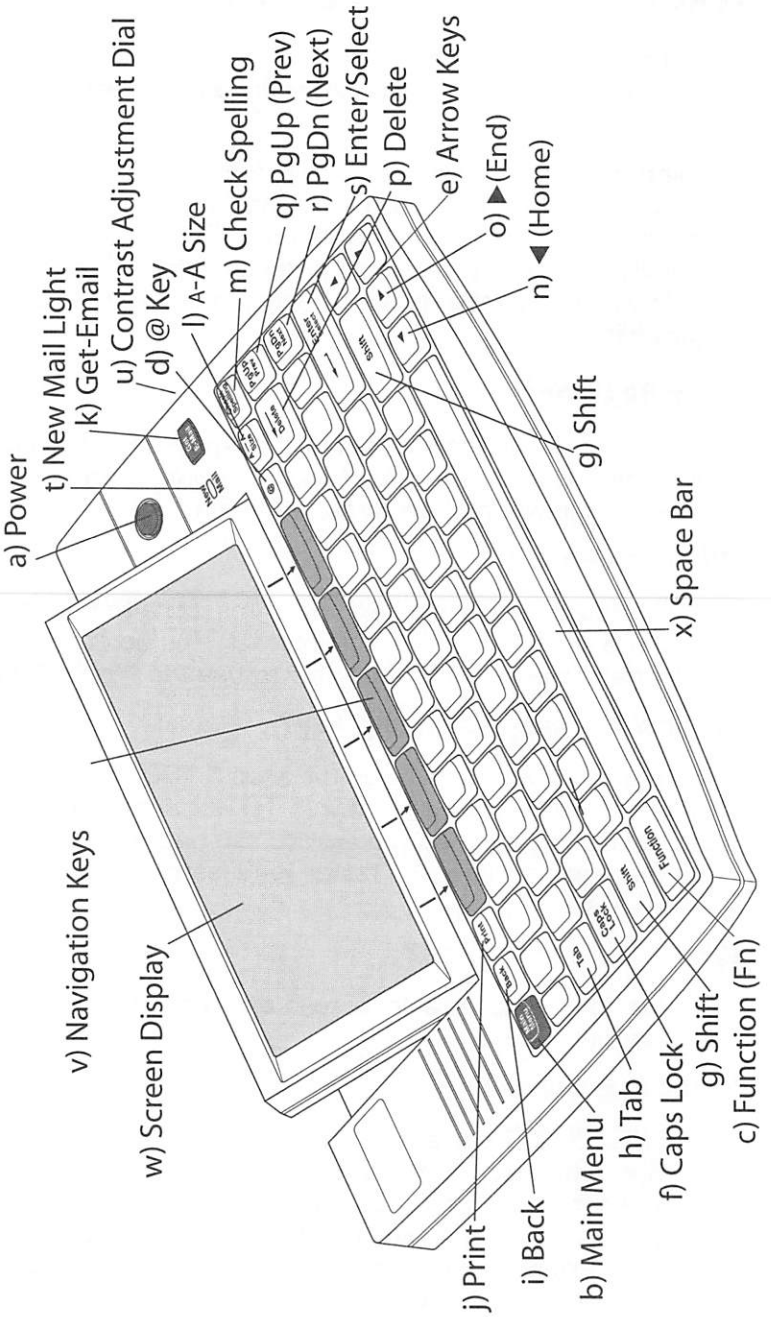
What is a service fee?

The fee you pay to be able to send and receive your e-mail over the Internet.

What is a cursor?

Your Mivo™ 100 has a little blinking line **(I)** called a cursor. It indicates where you are on a page. As you type, the characters will appear at the cursor. You can move the cursor to other areas of a page by using the **TAB** or **ARROW** (◄ ► ▲▼) keys. Remember, when typing you do not have to press the **ENTER** key at the end of the line; the words will automatically "wrap" to the next line—the cursor moves as you type.

MIVO™ 100 DIAGRAM



PROBLEM	SOLUTION
Invalid e-mail address.	The message "Invalid e-mail address" will appear if the e-mail address is typed incorrectly i.e. extra spaces or upper case letters. If you are replying to an e-mail, check to see that the address in the "To:" field is correct and does not include extra digits, symbols or the user's name after the e-mail address. If you have used the Add Author function to add an address to your address book and are using that address, check to see that the address does not include spaces or parentheses. (See *How does e-mail addressing work?* on page 39.)
I have received an e-mail that has been cut-off (truncated).	An attachment was sent with the e-mail. (See *Attachments to E-mail* on page 17.) The e-mail was too long. (See *Truncated E-mail* on page 17.) The sender sent the message in HTML or MIME format. In this case, ask the sender to re-send the e-mail in plain or simple text.
Message has reached maximum allowable size.	Edit the e-mail to be no more than 50 lines long. This includes e-mail address(es) and the subject line.
Forwarded messages are cut off or truncated.	The forwarded message it too long. The maximum number of lines, including addresses and subject lines, are 50. When a forwarded message exceeds this limit, the messaged will be cut-off (truncated). (See *Truncated E-mail* on page 17.)
The connection was interupted.	Check your telephone line cord to insure it is securely inserted in both the wall jack and the back of the Mivo™ 100. (See *Plug in the telephone line cord and Power adapter provided with the MivoTM 100.* on page 6.)

TROUBLESHOOTING

Are you having a problem with your Mivo™ 100? Here are some of the most common problems and their solution's:

PROBLEM	SOLUTION
No dial tone	Verify that the line cord is securely connected.
I have entered several e-mail address in the "To:" field but only the last two show.	The "To" field only shows the last two addresses entered. However, all the addresses entered are recorded and the message will be sent to all addressees entered. You can view the other addresses by using your ▲ and ▼ **ARROW** keys.
Blank or faint screen (or screen too bright)	Rotate the dial on the right hand side of your Mivo™ 100 to adjust the brightness of the screen. (See *u) Screen Contrast Adjustment Dial* on page 4). Check the power adapter. Be sure the adapter is not damaged and that it is securely plugged into a working electrical outlet. Check that the wall plug is not controlled by a wall switch. If using battery power only, replace the batteries.
I keep receiving the message "Line is busy, please try again later".	Check to insure that your telephone line cord is securely connected.

GETTING STARTED

Mivo™ 100 Keys

a) POWER BUTTON–turns the power on to the Mivo™ 100.

b) MAIN MENU–takes you directly to the Main Menu of the Mivo™ 100 from most screens.

c) FUNCTION (FN)–offers shortcuts to some frequently done tasks. For example, pressing the **FUNCTION** key at the same time as the **PGDN** key allows you to move to the next e-mail while in the **IN BOX**. (For more information on Function keys see *Function Key (Fn)* on page 5.)

d) @ KEY–a shortcut key for the @ symbol, which is used in every e-mail address.

e) ▲UP, ▼DOWN, ◀LEFT or **▶RIGHT ARROWS**–allows you to move the cursor in the corresponding direction.

f) CAPS LOCK–locks the keyboard so that all typed letters are capitalized (much like holding down the shift key on a typewriter). Press once to turn on the Caps Lock function, press again to turn it off.

g) SHIFT–hold down to capitalize a letter or type the symbol located at the top of a key.

h) TAB–moves between data input fields.

i) BACK–moves backwards one screen at a time.

j) PRINT–prints the current e-mail, provided the Mivo™ 100 is connected to a compatible printer. (See *Print* on page 25.)

k) GET E-MAIL BUTTON–press at anytime to check for new e-mail or send messages saved in the **OUT BOX**.

Need To Know

Your Mivo™ 100 must be connected to a telephone line in order to send or receive e-mail.

l) A<—>A SIZE–press this key to switch between two font sizes. This function does not work on primary menu screens.

m) CHECK SPELLING–press this key to spell check the message currently showing on the screen.

n) HOME–press the **Function** key with the ◀ **ARROW** key to go to the beginning of a line.

o) END–press the **Function** key with the ▶ **ARROW** key to go to the end of a line.

p) DELETE–press this key to delete the characters to the left of the cursor, one at a time.

q) PGUP–press to move up through a displayed e-mail one screen at a time.

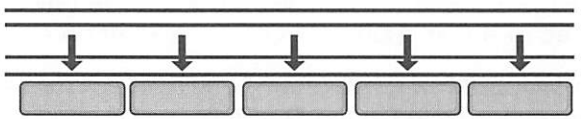
r) PGDN–press to move down through a displayed e-mail one screen at a time

s) ENTER/SELECT–use as you would the Return on a typewriter or Enter key on a computer keyboard.

t) NEW MAIL LIGHT–indicates you have new e-mail waiting to be read. This will only light when you have pressed the **GET E-MAIL** key or the Mivo™ 100 has automatically connected and received new e-mail (see *Automatically Check for Messages* on page 32).

u) SCREEN CONTRAST ADJUSTMENT DIAL–located along the upper right hand side of the Mivo™ 100. Rotating this dial adjusts the brightness and contrast of the screen.

v) NAVIGATION KEYS–Your Mivo™ 100 has five **NAVIGATION** keys—the long keys located directly below the screen. These keys have different functions depending upon which screen you are viewing. The description displayed above each **NAVIGATION** key determines its current function. These descriptions change as you "navigate" through the Mivo™ 100 system.



w) SCREEN DISPLAY–allows you to view e-mail, menus, etc.

x) SPACE BAR–allows you to enter a space between characters.

- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

IMPORTANT: The user is cautioned that any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

FCC Part 68 Information

This product complies with Part 68 of FCC rules. The Federal Communications Commission (FCC) has established these rules that permit this device to be directly connected to the telephone network. Standardized jacks are used for these connections.

If this device is malfunctioning, it might also be harmful to the telephone network; disconnect the unit until the source of the problem is determined and the device is repaired.

The telephone company may make changes in its technical operations and procedures; if such changes affect the use or compatibility of this device, the telephone company is required to give adequate notice of the changes. You will be advised of your right to file a complaint with the FCC.

If the telephone company requests information on what equipment is connected to their lines, inform them of:

- The telephone number to which this device is connected.
- The FCC registration number and ringer equivalence number (REN) found on the bottom of the unit.

The FCC requires that you connect your device to the telephone network through a modular telephone outlet or jack. The appropriate outlet or jack is USOC RJ-11C, RJ-14C, RJ-11W or RJ-14W, which complies with FCC part 68 rules.

A label on the base of this equipment contains information about the FCC registration number and the Ringer Equivalence Number (REN). The REN determines the number of communication devices that can be connected to your telephone line. In most areas, the sum of RENs should not exceed 5. If too many devices are attached, they might not ring properly.

This equipment cannot be used on public coin telephone lines. Connection party line service is subject to state tariffs.

when handling batteries. These objects could short-out the batteries or cause the conductor to overheat resulting in burns.

Do not attempt to recharge a battery by heating it. Sudden release of battery electrolyte can cause burns or irritation to the eyes or skin.

Replace all batteries at one time. Mixing fresh and discharged batteries can cause them to rupture.

Observe the proper polarity, or direction, of any battery. Reverse insertion of a battery can cause charging, and can result in leakage or an explosion.

If you plan to store the Mivo™ 100 for several months, remove the batteries as they could leak over time.

Discard dead batteries as soon as possible. A dead battery is likely to leak into the Mivo™ 100.

Do not store the Mivo™ 100, or any batteries, in a high temperature area. Batteries stored in a freezer or refrigerator should be protected from condensation during storage and defrosting. Batteries should be stabilized at room temperature before using.

FCC Requirements

FCC Part 15 Information

NOTE: This equipment has been tested and found to comply within the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy. If not installed and used in accordance with the instructions, the equipment might cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and the receiver.

Function Key (Fn)

The **FUNCTION (FN)** key offers shortcuts to some frequently done tasks. Some of these "Functions" are printed below the primary number or letter on the key. For example, pressing the **FUNCTION (FN)** key at the same time as the **PGDN** key allows you to move to the *Next* e-mail while in the **IN BOX** (notice that "Next" is written below **PGDN**). In addition to the functions available by using the labeled keys, there are other functions that you may find helpful such as:

FUNCTION (FN) + ▶ moves the cursor to the end a line

FUNCTION (FN) + ◀ moves the cursor to the beginning of of a line

FUNCTION (FN) + **TAB** makes a four space indention

FUNCTION (FN) + **A** highlights text in an e-mail

FUNCTION (FN) + **C** copies text in an e-mail

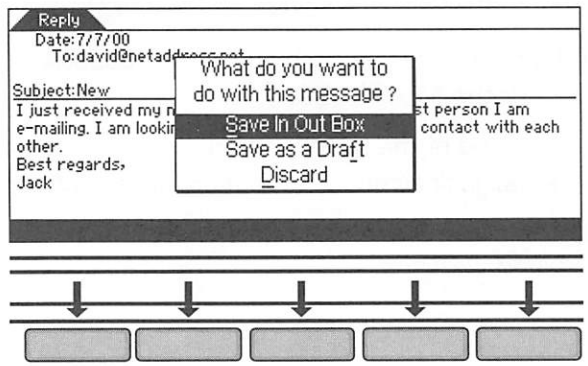
FUNCTION (FN) + **V** pastes text in an e-mail

FUNCTION (FN) + **X** cuts text from an e-mail

FUNCTION (FN) + **S** displays the user information, you can edit the user name and dial-up number from this screen

Shortcut Key Strokes

Shortcut key strokes allow you to select an option from a pop-up message box using one stroke on the keypad. A shortcut key is indicated by an underlined character. For example, to select "**SAVE IN OUT BOX**" from the following screen, press the "**S**" key.



Setting Up Your Mivo™ 100

1. Unpack your Mivo™ 100. Verify that you have all the items listed here:
   - ❒ Mivo™ 100
   - ❒ Quick Start Card
   - ❒ User's Manual
   - ❒ Power Adapter
   - ❒ Three (3) Batteries
   - ❒ Telephone Line Cord
2. Install three (3) batteries (included).
   a. Open the battery compartment cover on the underside of the Mivo™ 100.

   NOTE

   Pay attention to the positive and negative pole indicators located inside the battery compartment.

   b. Insert the batteries according to the directions shown on the indicators.

Need To Know

You can perform all the functions of the Mivo™ 100 with battery power, such as editing your address book, reading and creating e-mail, etc. However, we advise that you use electrical power whenever possible to lengthen battery life.

3. Plug in the telephone line cord and Power adapter provided with the Mivo™ 100.
   a. Plug one end of the telephone line cord into the jack marked with a wall jack symbol on the back of your Mivo™ 100.
   b. Plug the other end of the telephone line cord into a telephone wall jack.

qualified service personnel under the following conditions:

- If the power supply cord or plug is damaged or frayed.
- If liquid is spilled into the unit.
- If the Mivo™ 100 is exposed to rain or water.
- If the Mivo™ 100 does not operate normally by following the operating instructions.
- If the Mivo™ 100 is dropped or the casing is damaged.
- If the Mivo™ 100 exhibits a distinct change in performance.

Avoid using the Mivo™ 100 during an electrical storm. There can be a slight risk of electrical shock from lightning.

If you are in the vicinity of a gas leak, immediately turn off your Mivo™ 100. Do not use the Mivo™ 100 to report the gas leak.

Caution

⚠ CAUTION

To reduce the risk of fire or injury to persons, read and follow these instructions:

Telephone Wiring and Jack Installation

Use caution when installing or modifying telephone lines. Never install telephone wiring during an electrical storm. Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.

Never touch un-insulated telephone wires or terminals unless the telephone line is disconnected at the network interface.

Batteries

Use only alkaline batteries. **Do not use lithium batteries or any rechargeable batteries.** The unit can be run on electrical power with batteries in it.

Do not dispose of batteries in a fire, as they can explode. Check with local codes for proper battery disposal regulations.

Do not open or mutilate batteries. Released electrolyte is corrosive and can cause damage to the eyes or skin and it can be toxic if swallowed.

Avoid contact with rings, bracelets, keys or other metal objects,

IMPORTANT INFORMATION

Safety Instructions

⚠ CAUTION

Read and understand all instructions. Follow all warnings and instructions marked on the Mivo™ 100.

Use only the battery type recommended in the User's Manual. Do not use a lithium battery.

Unplug the Mivo™ 100 from the wall outlet before cleaning. Use a damp cloth for cleaning. Do not use liquid or aerosol cleaners.

Do not use the Mivo™ 100 near water. For example, do not use near a bath tub, wash bowl, kitchen sink, laundry tub, in a wet basement, or near a swimming pool.

Do not place the Mivo™ 100 on an unstable cart, stand or table. It could fall causing serious damage or impeding operation.

Never place the Mivo™ 100 near or over a radiator or heat register.

Only operate the Mivo™ 100 using the type of power source listed on the marking label. If you are not sure of the power supply of your home, consult your dealer or local power company.

Do not overload wall outlets and extension cords as this can result in the risk of fire or electrical shock.

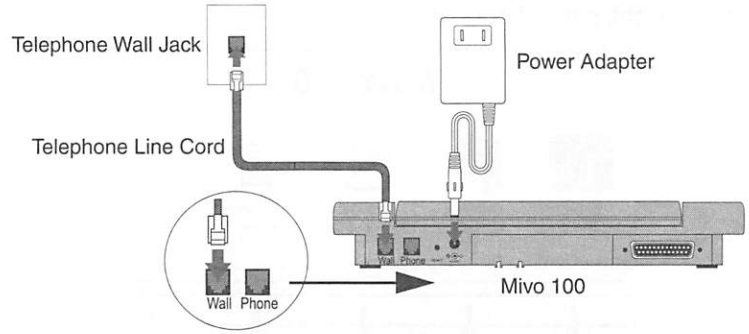
Never push objects of any kind into the Mivo™ 100 as they can touch dangerous voltage points or short-out parts that could result in a risk of fire or electrical shock.

⚠ CAUTION

Opening of the Mivo™ 100 case by anyone other than a Mivo™ 100 authorized factory technician will void the warranty.

Take the Mivo™ 100 to a qualified technician when it requires repair work or service. To reduce the risk of electrical shock, do not disassemble the Mivo™ 100. Opening or removing covers can expose you to dangerous voltages or other risks and void your warranty. Incorrect re-assembly can cause electrical shock during subsequent use.

Unplug the Mivo™ 100 from the wall outlet and refer servicing to



Setting-up the Mivo 100

c. Plug the power adapter into an electrical wall outlet.

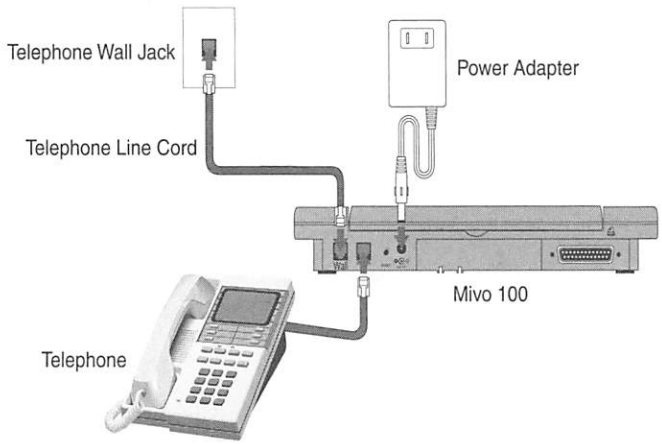
d. Plug the other end into the back of the Mivo™ 100 as pictured above.

4. Using Other Devices with the Mivo™ 100

You can run other telephone devices through the Mivo™ 100 such as a telephone, caller ID device and answering machine by following the instructions below.

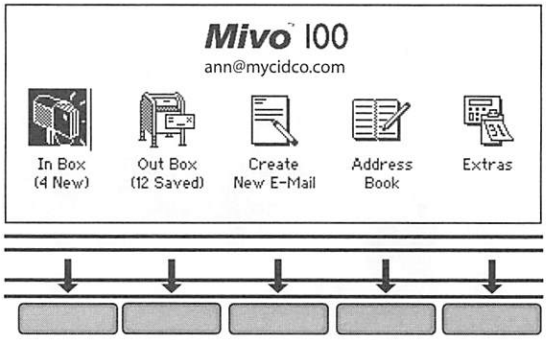
The Mivo™ 100 must be the first device connected to the telephone wall jack. All other devices must be connected to one another in the following order:

1. Mivo™ 100
2. Caller ID
3. Answering Machine
4. Telephone



Setting-up the Mivo 100 with a Telephone

5. To turn the unit on, press the **POWER** button on the upper right side of the Mivo™ 100.



When you turn on your Mivo™ 100 you will see the **MAIN MENU** screen pictured above.

NOTE

The contrast and brightness of the screen may be adjusted by rotating the **SCREEN CONTRAST ADJUSTMENT DIAL** located along the upper right hand side of the Mivo™ 100.

Getting Help Using the Mivo™ 100

If you are having a problem with your Mivo™ 100, please refer to the following chapters for help:

- *Commonly Asked Questions* on page 39
- *Understanding Display Messages* on page 34
- *Glossary* on page 36
- *Troubleshooting* on page 46.

Need To Know

You must enter e-mail addresses exactly as they are spelled, including the server and extension. The address must always be typed in lower case letters and be entered without using spaces or any extra characters. If even one character is missing or entered incorrectly, your e-mail will not arrive at its destination. The letters www. are never part of an e-mail address.

Q. If my batteries die in my Mivo™ 100, will I lose my e-mail and address book?

A. *Not immediately. However, if your Mivo™ 100 notifies you of low batteries, it is highly recommended that you plug in your power adapter and replace the batteries as soon as possible.*

Q. How do I save messages that I have sent or received so that I can view the content or edit it later.

A. *If you need to keep a record of the contents of an e-mail, you can send the e-mail to your own e-mail address. When it is received in your* **IN BOX**, *it will remain there, for viewing, editing or re-sending until you decide to delete it.*

Q. What does "Message Truncated" mean?

A. *If you receive this message it means the e-mail you received either exceeded the maximum allowable e-mail size or includes an attachment* 📎.

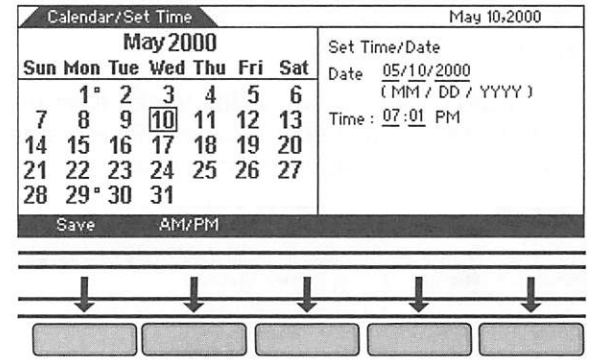
6. Set the Time and Date.

   a. At the **MAIN MENU** screen, press the **NAVIGATION** key below **EXTRAS**.

   b. Press the **NAVIGATION** key below **CALENDAR**.

   c. Press the **NAVIGATION** key below **SET TIME/DATE**. You will see the cursor [I] flashing at the beginning of the "Date:" field on the right side of the screen.

   d. Following the MM/DD/YYYY format, enter the current month, day and year.


Calendar/Set Time
May 10,2000
May 2000
Sun Mon Tue Wed Thu Fri Sat
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31
Set Time/Date
Date 05/10/2000
(MM / DD / YYYY)
Time : 07 :01 PM
Save
AM/PM

   e. Move the flashing cursor to the "Time:" field with the ▼ **ARROW** key or the **TAB** key.

   f. Enter the current time in the "Time:" field. Use the **NAVIGATION** key below **AM/PM** to select a.m. or p.m.

   g. Press **SAVE**.

7. Press the **MAIN MENU** key.

SEND AND RECEIVE E-MAIL

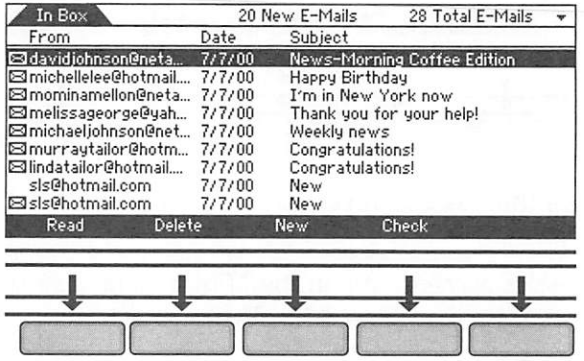
The Mivo™ 100 will dial-up your e-mail account, send saved e-mail from your **OUT BOX** and retrieve e-mail from the server when the **GET E-MAIL** button is pressed. Make sure your telephone line cord is securely connected.

NOTE

To extend battery life, plug your power adapter into your Mivo™ 100 whenever you send and receive e-mail.

The number of new and unopened messages will appear under the **IN BOX** icon on your Main Menu screen and the **NEW MAIL** light will flash.

Press the **NAVIGATION** key below **IN BOX** to see a list of your e-mail messages. New and unopened messages have a small envelope indicator ✉ in the left margin of the screen.



View E-mail

a. Scroll to the e-mail you wish to open using the ▲ and ▼ **ARROW** keys.

b. With the desired e-mail highlighted, press **ENTER** or the **NAVIGATION** key below **READ**. If necessary, use the ▼ **ARROW** key to view the remainder of the message.

Commonly Asked Questions

Q. How Does E-mail Work?

A. E-mail works much like the postal service. It has post offices—servers that your e-mail is received and delivered through and mail boxes—the **IN BOX** *and* **OUT BOX** *on your Mivo™ 100.*

E-mail differs from the postal service in some very powerful ways.

- *E-mail is almost instantaneous. When you send a message, it normally arrives at its destination within minutes.*
- *E-mail is available 24 hours a day, 7 days a week*.*
- *E-mail allows you to send as many messages as you like, to as many people as you like (even the same message to several people).*
- *Your e-mail may be accessed using your Mivo™ 100 from nearly any location in the world. Your e-mail "post offices" take care of delivering your mail no matter where you are.*

NOTE

**There may be an interruption in your e-mail service during server or network difficulties or power outages.*

Q. How does e-mail addressing work?

A. Every e-mail user has a unique address where e-mail is received. This address is composed of four parts: 1.) the user name; 2.) the @ symbol; 3.) the server name; 4.) the extension.

For example:

davidjohnson@server.com

| | | | |

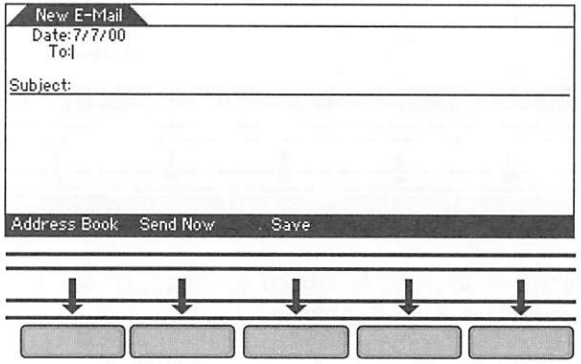
username@servername.extension

This address identifies David Johnson who gets his mail from server.com.

TERM	DESCRIPTION
Sender	The person sending the e-mail.
Server	A host computer on a network that holds information and responds to requests for informations, such as receiving, storing and forwarding your e-mail messages.
SMTP Simple Mail Transfer Protocol	The standard Internet protocol for transferring electronic mail messages.
Telephone Access Number	A telephone number used to dial-up your server.
Truncated	A message that has been cut-off.
www World Wide Web	The worldwide hypertext system that uses the Internet as it's transport mechanism. The www is used as a prefix for Internet Website addresses.

CREATE NEW E-MAIL

From the Main Menu, press the **NAVIGATION** key below **CREATE NEW E-MAIL**, an empty message screen appears with the current date entered in the "Date:" field and the cursor (**I**) flashing at the beginning of the "To:" field.



Address E-mail

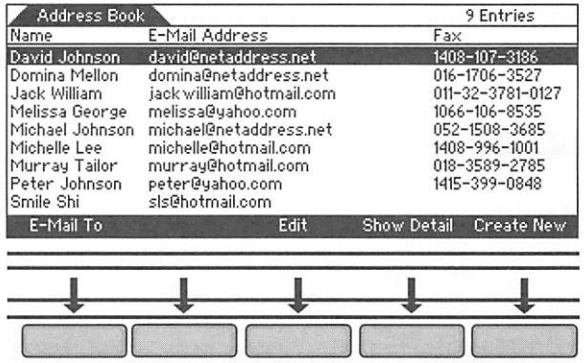
You can address a new message in two ways: type the address directly into the "To:" field or use your Mivo™ 100 **ADDRESS BOOK**. (See *Using Your Address Book* on page 26.)

To send the same e-mail to more than one person, type the first address and press **ENTER**. Then type in the next e-mail address. You can repeat this process to send your message to approximately 30 e-mail addresses. You will only be able to see the last two e-mail addresses that you have typed. To review the list of addresses scroll up or down using the ▲ and ▼ **ARROW** keys. You may get an error message if your address list and e-mail message exceed the 4K capacity of your Mivo™ 100.

If you have the first name and e-mail address of a contact in your address book, you can use the Auto Fill feature of the address book. (See *Address Auto Fill Feature* on page 29.)

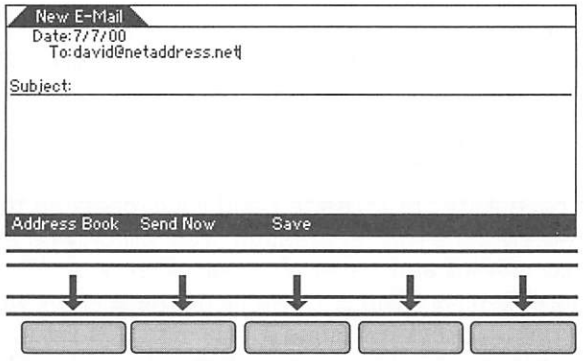
To select an address from your **ADDRESS BOOK**:

a. Press the **NAVIGATION** key below **ADDRESS BOOK**.



b. Select the address to whom you want to send the message by using the ▲ or ▼ **ARROWS**.

c. Press the **NAVIGATION** key below **E-MAIL TO**. The e-mail address will be placed in the "To:" field.



d. Press **ENTER** to choose additional addresses from your **ADDRESS BOOK.** Then Repeat steps a. through c. above.

e. Proceed to the "Compose E-mail" section below.

Compose E-mail

a. When you are finished addressing your e-mail, use the ▼ **ARROW** key or the **TAB** key to move the cursor to the "Subject:" field. Enter a subject (optional).

b. Use the ▼ **ARROW** or **TAB** key to move the cursor into the message section.

c. Type your message.

TERM	DESCRIPTION
Icon	Images (graphic) located on your Mivo™ 100 screen indicating the current function of the **NAVIGATION** key located directly below it i.e. **EXTRAS**, **CREATE NEW E-MAIL**, etc.
IEEE-1284	A specific printer cable standard (type).
Internet Browser	A program used to access documents on the World Wide Web.
ISP Internet Service Provider	The server/domain through which you send and receive your e-mail.
Mailer Daemon	A universal failure notice used by server's to indicate that there is a problem in delivering your message.
MIME Multipurpose Internet Mail Extensions	A protocol for internet e-mail that enables the transmission of non-textual data such as graphics.
MS-DOS	Microsoft disk operating system that controls a computer.
Navigation Keys	The long keys located directly below the screen. The description displayed above each **NAVIGATION** key determines its current function.
Parallel printer cable (not included)	The cable that connects the Mivo™ 100 to a printer.
POP3	The protocol used by mail clients to retrieve messages from a mail server.
Pop-up Message Box	The message box that appears on your screen during Mivo™ 100 tasks asking for more information or confirmation. Also referred to as a dialog box.

Glossary

TERM	DESCRIPTION
Attachment	A file or graphic that is attached to an e-mail by the sender.
Cursor (I)	The flashing line (I) that indicates where to begin entering information.
Dialog Box	The message box that appears on your screen during Mivo™ 100 tasks asking for more information or confirmation. Also referred to as a "pop-up message box".
Dial-up Number	The number dialed by the Mivo™ 100 to connect to the internet.
Domain	A unique name that identifies a specific place on the internet which can be home to websites, e-mail addresses, etc.
Draft	A preliminary version of an e-mail message that may need to be edited before it is sent.
E-mail	E-mail is electronically transmitted mail you produce on your computer or Mivo™ 100. E-mail sends your messages instantaneously anywhere in the world.
Field	An area on your Mivo™ 100 screen used to consistently enter and record related information.
Font	A complete set of type of one size and face.
Header	The author, date, and subject of an e-mail message.
HTML Hypertext Markup Language	HTML is the language for publishing web pages on the World Wide Web. HTML uses tags to structure text into headings, paragraphs, lists, links, etc.

d. You can continue composing e-mail, saving each one in your **OUT BOX** to be sent all at once. Or, if you are composing only one e-mail, you may choose to send the message immediately. You also have the option of saving a message as a draft or exiting without saving.

Send E-mail

- **To save in your OUT BOX (to be sent later):**

  Press the **NAVIGATION** key below **SAVE**. Press **ENTER** to choose **SAVE IN OUT BOX** from the pop-up message box. (See *Send All E-mail* on page 20.)

- **To send immediately:**

  Press the **NAVIGATION** key below **SEND NOW**. You may cancel this task by pressing the **BACK** key. The line will be disconnected.

Need To Know

When you press the **NAVIGATION** key below **SEND NOW**, your e-mail is sent, however, the server is **not** checked for incoming e-mail. You must use the **GET E-MAIL** button to check for new messages waiting for you on the server.

- **To save as a draft:**

  Press the **NAVIGATION** key below **SAVE**. Scroll down using the **▼ ARROW** key to select **SAVE AS A DRAFT** from the pop-up message box, press **ENTER**. The message will be stored in your **OUT BOX** with a pen indicator next to it indicating that it is a draft. (See *Edit E-mail* on page 19.)

- **Exit without Saving:**

  Press the **BACK** key, then use the **▼ ARROW** key to select **DISCARD** from the pop-up message box. This action permanently deletes the message.

USING YOUR IN BOX

The **IN BOX** screen displays the number of e-mail messages in your **IN BOX** along with the author, date and subject of each e-mail listed. New and unopened messages have a small envelope ✉ before the author's name.

Read E-mail

a. From the Main Menu press the **NAVIGATION** key below **IN BOX**.

b. Highlight the message you want to read by using the ▲ and ▼ **ARROW** keys.

c. Press **ENTER** or the **NAVIGATION** key below **READ**.

d. The cursor will flash at the beginning of the message content. Press the ▲ and ▼ **ARROW** keys to scroll through the message.

REPLY TO AN E-MAIL MESSAGE

This function allows you to reply to an e-mail message directly from the displayed message.

a. With the message you wish to reply to displayed, press the **NAVIGATION** key below **REPLY**.

NOTE

You can send this reply message to additional addresses by entering addresses from your **ADDRESS BOOK** or typing the addresses directly into the "To:" field, pressing **ENTER** after each address. (See *Using Your Address Book* on page 26.)

MESSAGE	DESCRIPTION
Line is busy, please try again later.	The line is busy. The Mivo™ 100 will attempt to connect 3 times then will time out. If you are disconnected, try again later. If you continue to receive this message check the Troubleshooting section on page page 46.
Please connect the power adapter and try again.	The Mivo™ 100 detects that the power adapter is not connected while performing a function that requires electrical power.
Batteries are low. Replace batteries or use the power adapter to send/receive e-mail.	Replace the batteries as soon as possible or use electrical adapter. **Note:** Depleted batteries may leak and cause damage to your Mivo™ 100.

HELPFUL INFORMATION

Understanding Display Messages

The Mivo™ 100 displays messages to assist you during your e-mail sessions. While most of the messages are self-explanatory, others need further interpretation. Below is a list of messages with their description.

MESSAGE	DESCRIPTION
Message has reached maximum allowed size. Send or save e-mail now	Each e-mail message can be a total of approximately 50 lines long (or 4K). This includes e-mail addresses and the subject line. (See *Troubleshooting* on page 46.)
Message has been truncated.	The e-mail text exceeded the maximum message size of 99 lines or an attachment was sent. (See *Attachments to E-mail* on page 17.)
Invalid e-mail address	The recipients e-mail address was entered incorrectly. (See *How does e-mail addressing work?* on page 39.)
Please standby...Performing maintenance.	The Mivo™ 100 is automatically optimizing the memory.
Please specify an e-mail address.	There is no e-mail address specified in the "To" field.
E-mail server does not respond. The connection might be interrupted, please check and try again.	The telephone line connections may need to be checked or the network is busy and you should try again later.
The e-mail server is busy or unavailable. Please try again later.	The mail server is busy or service may be temporarily interrupted. Wait and try again later.

b. Begin typing your message where the cursor is flashing. (**Note**: You can save space by deleting or editing the original message(s) that appear below your reply.)

c. You can choose to save the message in your **Out Box** to be sent later, send it immediately, save it as a draft or exit without saving. (See *Send E-mail* on page 13.)

FORWARD AN E-MAIL MESSAGE

This function allows you to take an e-mail message you received and send it on to another e-mail address. You can forward the message as it was received by you or you can add to or edit the message before forwarding.

a. With the message you wish to forward displayed, press the **NAVIGATION** key below **FORWARD**.

b. Enter the desired e-mail address(es) you wish to forward the message to.

c. If desired, you can use your ▼ **ARROW** key to move down to the message section and add or edit text.

d. You can choose to save the message in your **Out Box** to be sent later, send it immediately, save it as a draft or exit without saving. (See *Send E-mail* on page 13.)

Need To Know

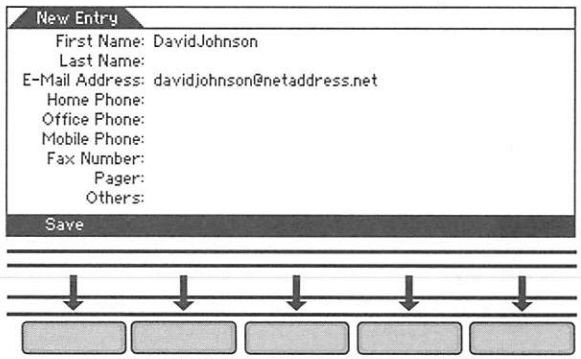
When forwarding a message, be aware that there is a limitation of approximately 50 lines of text including address(es), subject line and header information. If the message is close to 50 lines and you add addresses or text of your own, the bottom portion of the forwarded message may be cut-off. (See *Truncated E-mail* on page 17.)

Add the Author to Your Address Book

Once you open an e-mail from your **In Box** you can add the author of the message to your address book.

a. Press the **Navigation** key below **Add Author**. You can include additional information, such as phone and fax numbers to this entry.

b. Press the **Save Navigation** key to store the information. (See *Using Your Address Book* on page 26.)



c. You will see the message "Contact has been saved", then the message "The sender has been added to your address book". If the address is already in your Address Book, you will receive the message "The sender is already in your address book".

Delete the Message You are Reading

a. Press the **Navigation** key below **Delete**.

b. Your Mivo™ 100 will alert you with a pop-up message box asking you to confirm. Use the ▲ or ▼ **Arrow** keys to select **Yes** to delete or **No** to return to the message.

Full Screen Navigation key

- Press the **Navigation** key below **Full Screen** to hide the message header (the date, sender and subject).

Choose to Ignore Dial Tone

Select **No** to wait for a dial tone to be detected by the Mivo™ 100 before dialing. Select **Yes** to dial without waiting for a dial tone.

View Battery Status

View the battery status to determine whether it's time to replace the batteries or plug in the power adapter.

Set the Current Time

Press the **Navigation** key below **Set Time**, your Mivo™ 100 will prompt you to save your changes, select **Yes** at the pop-up message box. Once you save your changes you will see the **Calendar/Set Time** screen displayed. Set the time from this screen. Press **Save**.

NOTE

Press **FUNCTION** + **S** as a shortcut to the Settings screen.

Edit User Settings

a. From the Main Menu, press the **NAVIGATION** key below **EXTRAS**.

b. Press the **NAVIGATION** key below **SETTINGS**.

c. Press the **NAVIGATION** key below **DETAILS**.

d. Use the ▲ or ▼ **ARROW** key or **TAB** key to move the cursor into the desired field for editing.

Use the ◄ or ► **ARROWS** to toggle between the choices within a field. For example: use the ◄ or ► **ARROWS** to choose between **AM** or **PM** in the time field.

e. You can exit without saving at anytime by pressing **BACK**.

AUTOMATICALLY CHECK FOR MESSAGES

The Auto Check feature of the Mivo™ 100 enables you to automatically connect to the server two times a day to check for new messages and send messages saved in your **OUT BOX** (except draft messages), provided that it is properly connected to a telephone line and has enough power. Select **YES** to turn on this feature. Choose the two times you would like to check for messages.

SET CALL WAITING OPTION

If you subscribe to call waiting, choose **YES** to block call waiting during connection to the server.

NOTE

Call waiting blocking is not available in all areas.

SPEAKER

Turn speaker On (to hear dial tone during transmission) or Off by selecting **YES** for On or **NO** for Off.

- Press the **NAVIGATION** key below **FULL CONTENT** and the message header will be shown again.

Need To Know

When the message is more than one screen long, use the ▲ or ▼ **ARROW** keys or **PGDN/PGUP** keys to scroll through the message.

Truncated E-mail

If a message is more than 50 lines long, includes an attachment (see below), is in HTML or MIME, you may receive a "Message Truncated" message, meaning that the message is incomplete or cut-off (there can be other reasons that a message may be truncated, such as special fonts, colors, or extensive routing information).

Attachments to E-mail

A paperclip symbol next to the subject of an e-mail indicates that there is an attached file which cannot be viewed with the Mivo™ 100. An attached file may be a picture or another file. You may also receive a "Message Truncated" message if there is an attachment to the e-mail. (See above.)

Mailer Daemon Failure Notices

Mailer Daemon return/failure notices mean that there was a problem and your message could not be delivered. Most Mailer Daemon returns are caused by simple typographical errors in the e-mail address. If you read the failure notice it will tell why you received the message back.

Delete E-mail

a. From the **IN BOX** screen, highlight the message you want to delete, press the **NAVIGATION** key below **DELETE**.

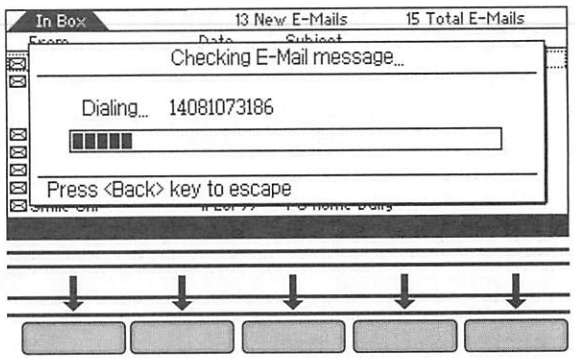
b. You will be alerted with a pop-up message box, select **Yes** to delete the message or select **No** to exit without deleting.

Create New E-mail

Press the **NAVIGATION** key below **New**. (See *Create New E-mail* on page 11.)

Check for E-mail

Press the **NAVIGATION** key below **CHECK** to connect to the server and check for new messages (or press the **GET E-MAIL** button to send and receive messages).



EDIT DIAL-UP INFORMATION

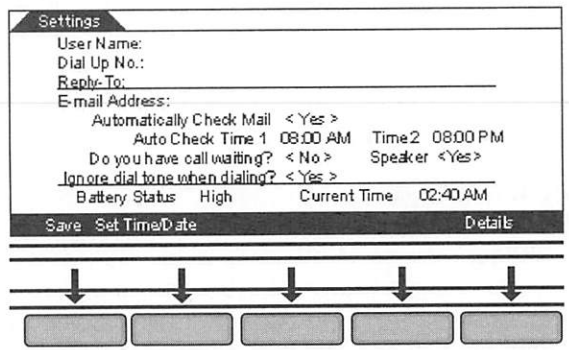
⚠ CAUTION

Selection of a dial-up number may result in incurring toll or long distance charges while sending and retrieving e-mail. The user is solely responsible for any and all charges resulting from choosing and/or changing their dial-up number.

a. From the Main Menu, press the **NAVIGATION** key below **EXTRAS**.

b. Press the **NAVIGATION** key below **SETTINGS**.

c. Use the ▼ **ARROW** or **TAB** key to move the cursor into the Dial-Up No: field.



d. Enter the dial-up number acquired from your service provider.

Need To Know

Make sure to enter all information correctly as any error will result in the Mivo™ 100 being unable to access your account. Include all the same digits that are necessary to dial the number from your regular telephone. For example: if it is necessary to dial a 1 or an area code before the number from your regular telephone, it is also necessary to include these numbers as part of the dial-up number in the Mivo™ 100.

e. Press the **NAVIGATION** key below **SAVE**.

fills in the "To:" field with the first address matching the letters typed. If you have first names that start with the same letters, you will need to keep typing until you reach the first different letter in that name.

For Example: You have an address for Ann and an address for Annie in your Address Book and you want to send an e-mail to Annie. You begin typing Annie and get as far as "An", and "Ann" appears in the "To:" field. You must continue typing until you have entered the "i" in Annie then you will see Annie appear in the "To:" field.

Print a Copy of your Address Book

Press the **NAVIGATION** key below **PRINT** to print a copy of your address book.

Choose format:

- List format prints the Name, Home, Office and Mobile fields of the address book. (The same fields that show in your address book.)
- Complete format, prints all the address information you entered when the address was created.

Need To Know

Your Mivo™ 100 must be properly connected to a compatible printer in order to print. (See *Print* on page 25.)

Send E-mail from the Address Book

a. Highlight an address and press the **NAVIGATION** key below **SEND MAIL**. The e-mail address of the person or group will be added in the "To:" field.

b. See *Compose E-mail* on page 12.

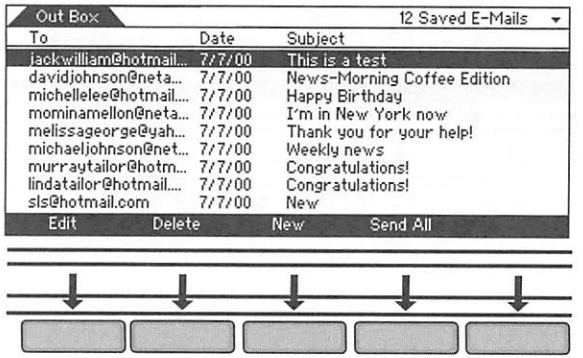
USING YOUR OUT BOX

Edit E-mail

You can choose to edit a previously sent e-mail or a draft message (draft messages are shown in the **OUT BOX** with a small pen indicator in the left margin of the display).

a. From the Main Menu press the **NAVIGATION** key below **OUT BOX**.

b. Using the ▲ or ▼ **Arrow** keys, highlight the message in your **OUT BOX** that you want to edit.



c. Press the **NAVIGATION** key below **EDIT**. The message is displayed with the cursor flashing at the beginning of the text. You can edit the "To:" and "Subject:" fields by using the ▲ **Arrow** key.

d. Edit message.

e. You can save the message in your **OUT BOX** or send the message immediately. You also have the option of saving the message as a draft or exiting without saving. (See *Send E-mail* on page 13.)

Delete E-mail

a. From the **OUT BOX** screen, highlight the message you want to delete, press the **NAVIGATION** key below **DELETE**.

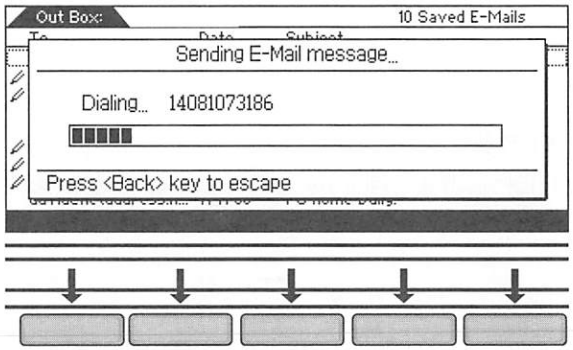
b. You will be alerted with a pop-up message box, select **Yes** to delete the message or select **No** to exit without deleting.

Create a New E-mail

Press the **NAVIGATION** key below **NEW**. (See *Create New E-mail* on page 11.)

Send All E-mail

Press the **NAVIGATION** key below **SEND ALL**. All saved messages will be sent.



DELETE AN ADDRESS FROM A GROUP

a. Highlight the Group name, press **ENTER**

b. From within the Group addresses, highlight the address that you want to delete.

c. Press the **NAVIGATION** key below **DELETE**.

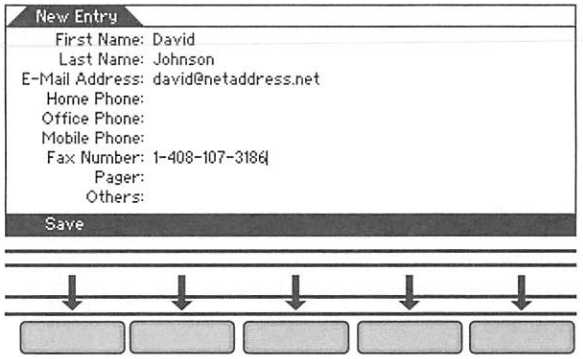
d. Confirm your selection by pressing **ENTER** at the pop-up message box.

Edit an Existing Address

a. Highlight the entry and press the **NAVIGATION** key below **EDIT**.

b. Use the **TAB** key to move between fields, or use the ▲ and ▼ **ARROW** keys. Edit the fields as desired.

c. Press **SAVE**.



Delete an Address

a. Highlight the address you wish to delete.

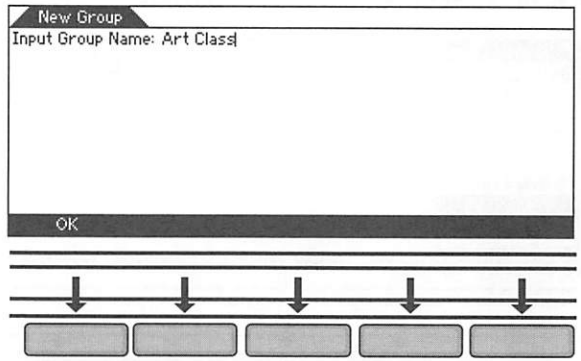
b. Press the **NAVIGATION** key below **DELETE**.

c. Confirm by selecting **YES** from the pop-up message box and pressing **ENTER**

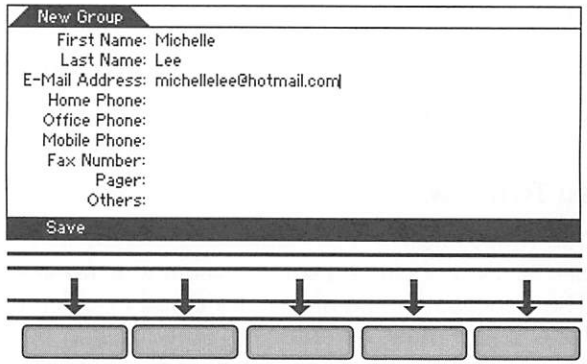
Address Auto Fill Feature

If you have the first name and e-mail address of a contact in your address book, you can use the Auto Fill feature of the address book. Auto Fill automatically addresses your e-mail, when you begin to type a contact's first name in the "To:" field by using the matching first name from your address book. It

b. Input a **GROUP** name and press the **NAVIGATION** key below **OK**.



c. Press the **NAVIGATION** key below **NEW** and input the first address.



d. Press the **NAVIGATION** key below **SAVE**.

e. To add another address to the **GROUP**, press **NEW** again and input the address.

f. Continue inputting addresses by pressing **NEW** from the group screen.

ADD AN INDIVIDUAL FROM YOUR ADDRESS BOOK TO A GROUP

a. Press the **NAVIGATION** key below **ADD**.

b. Highlight the desired address using the ▲ or ▼ **ARROWS**,

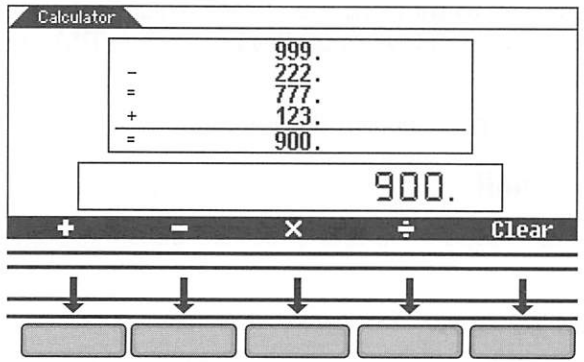
c. Press the **NAVIGATION** key below **SAVE**.

EXTRA FEATURES OF THE MIVO™ 100

Calculator

From the Main Menu, press the **NAVIGATION** key below **EXTRAS**, then press the **NAVIGATION** key below **CALCULATOR**.

- Type the equation using the keyboard.
- Use the four (+ - x ÷) **NAVIGATION** keys.
- Press **ENTER** or the = key for the total.



Calendar

The Mivo™ 100 comes with a calendar for viewing dates.

- From the Main Menu, press the **NAVIGATION** key below **EXTRAS**, then press the **NAVIGATION** key below **CALENDAR**.
- Use the **Arrow** keys to move to another day within the displayed month.

- Press **PREV** or **NEXT** to view the previous or next months.
- Move to the current date by pressing the **NAVIGATION** key below **TODAY.**

Set the Time and Date

Set the time and date by pressing the **NAVIGATION** key below **SET TIME/DATE.**

a. The cursor will flash at the beginning of the "Date:" field. Follow the MM/DD/YYYY format to enter the current date.

b. Press **TAB** to move to the "Time:" field. Enter the current time. Use the **NAVIGATION** key below **AM/PM** to select a.m. or p.m.

c. Press **SAVE** to confirm the change.

View Sent E-mail

SENT E-MAIL keeps a log of the last 25 sent messages.

Need To Know

If you need to keep a record of the contents of an e-mail, you can send the e-mail to your own e-mail address. When it is received in your **IN BOX**, it will remain there, for viewing, editing or re-sending until you decide to delete it.

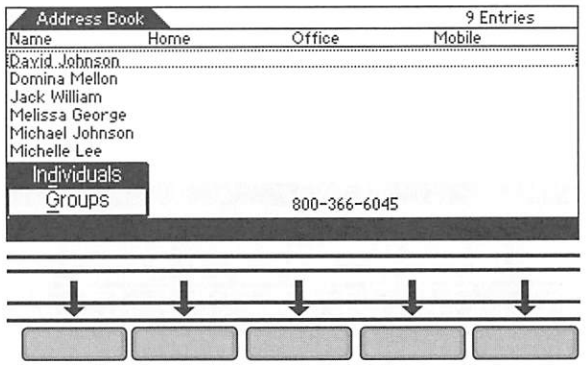
From the **EXTRAS** menu, press the **NAVIGATION** key below **SENT MAIL** to see a list of messages you have sent.

DELETE A MESSAGE

a. From the **SENT MAIL** screen, highlight the message you want to delete, press the **NAVIGATION** key below **DELETE.**

b. You will be alerted with a pop-up message box, select **Yes** to delete the message or select **No** to exit without deleting.

c. Choose which type of address you would like to create, **INDIVIDUAL** or **GROUP**, by highlighting your selection using the ▲ or ▼ **ARROW.** Then press **ENTER**



Create an Individual Address

a. Select **INDIVIDUALS.**

b. Input the contact information into the corresponding fields.

c. Press the **NAVIGATION** key below **SAVE.**

Need To Know

You must enter e-mail addresses exactly as they are spelled, including the server and extension. The address should always be typed in lower case letters and must be entered without using spaces or any extra characters. If even one character is missing or entered incorrectly, your e-mail will not arrive at its destination. The letters www. are never part of an e-mail address. (See *How does e-mail addressing work?* on page 39.)

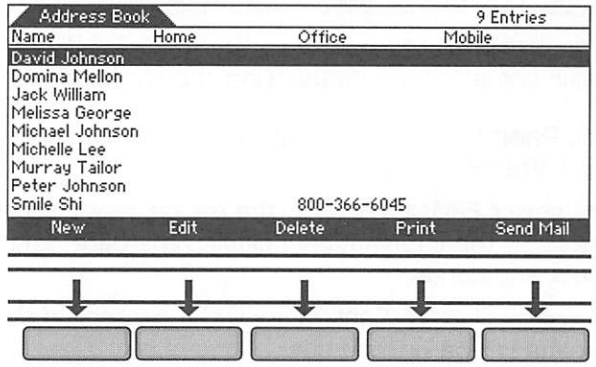
Create a Group Address

A group address is a collection of up to 100 individual e-mail addresses. By selecting a group address, the message will be sent to all the individuals in that group.

a. Select **GROUPS.**

USING YOUR ADDRESS BOOK

Storing e-mail addresses in the Mivo™ 100 **ADDRESS BOOK** allows you to input a recipient's address quickly and correctly every time. The **ADDRESS BOOK** also allows you to save fax, mobile, and other numbers for your reference.



Need To Know

Your address book is automatically organized alphabetically by first name. (You cannot change the way it is listed.)

Create New Addresses

a. From the Main Menu, press the **NAVIGATION** key below **ADDRESS BOOK**.

b. Press the **NAVIGATION** key below **NEW**. A box opens in the lower left hand corner with you words **INDIVIDUAL** and **GROUP**.

DELETE ALL MESSAGES

a. Press the **NAVIGATION** key below **DELETE ALL** to delete the entire list of messages.

b. You will be alerted with a pop-up message box, select **Yes** to delete the entire list or select **No** to exit without deleting.

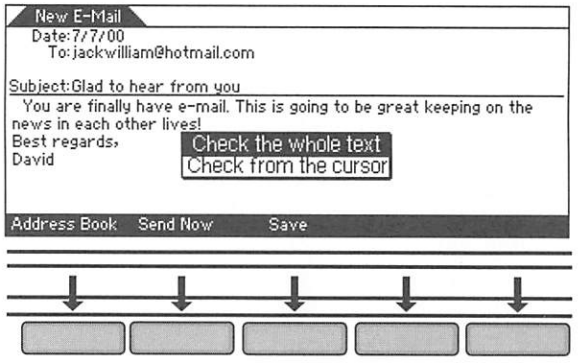
Spell Checker

Your Mivo™ 100 comes with a 20,000 word Spell Check dictionary. You can check the spelling in your message by pressing the **CHECK SPELLING** key.

a. Open a message.

b. Press the **CHECK SPELLING** key.

c. Choose to spell check the whole text; or
Choose to spell check from the point that the cursor is located to the end of the text.



d. The Spell Checker displays a pop-up message box with suggestions for correct spelling.

e. Using your ▲ or ▼ **ARROW** keys, select the correctly spelled word from the pop-up message box or select **NO CHANGE**.

f. Select **OK** at the pop-up message box when Spell Check is complete.

Need To Know

The Mivo™ 100 Spell Checker has some important limitations:

- You cannot add words to the Spell Check dictionary.
- Spell Check does not recognize words written in all capitalized letters. It does, however, recognize words written in a typical upper lower case format, such as names, places, etc.
- Spell Check does not recognize incorrect word usage. For example: see or sea, there or their.
- Spell Check does not recognize incorrect grammar.

Print

Using a parallel printer cable (IEEE-1284), connect your Mivo™ 100 to a printer that supports MS-DOS printing. (Printer cable not included.)

WARNING

Make sure that the power to the Mivo™ 100 and printer are off when connecting the two devices.

Press the **PRINT** key to print a copy of the current screen. Choose E-Mail or Letter Format.

- If you select **E-MAIL FORMAT**, the message will be printed out with all the information including the date, address, subject and content.
- If you select **LETTER FORMAT**, only the content of the message will be printed out.